



INSURANCE, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	INSURANCE, DEPARTMENT OF	RELEASE DATE:	Wednesday, June 23, 2010
POSITION TITLE:	Chief Actuary, Department of Insurance, CEA	FINAL FILING DATE:	Wednesday, July 7, 2010
CEA LEVEL:	CHIEF ACTUARY, DEPARTMENT OF INSURANCE, C.E.A. (5406)	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$10,053.00 - \$11,018.00 / Month	BULLETIN ID:	06232010_2

POSITION DESCRIPTION

Under the general direction of the Deputy of the Financial Surveillance Branch, formulates actuarial policy for the Branch, performs highly skilled actuarial analysis; and oversees the work of the life and casualty actuarial staff. Implements Department administrative policies and administers compliance with labor contracts. Analyzes and reviews statements, reports, and valuations from an actuarial standpoint; confers with staff members concerning examinations of insurance companies; makes actuarial valuations and verifies the accuracy and adequacy of premiums and reserves of a life insurance company or of a combined life and casualty insurance company; advises the departmental legal staff as to the actuarial aspect of all policy forms requiring approval; determines the accuracy and sufficiency of the reserve for permanent total disability benefits under life insurance policies, and for noncancellable disability policies; passes on the substantial equity of dividend distribution systems; maintains relationships with professional actuarial groups in dealing with actuarial problems in connection with regulation of insurance companies.

MINIMUM QUALIFICATIONS

Experience: Broad and extensive experience in actuarial work, at least five years of which shall have been in one or a combination of the following:

1. In a responsible governmental position involving the supervision and regulation of the actuarial practices of insurance companies; or
2. As an actuarial officer of a legal reserve life insurance company. (This experience must have been in a position equivalent to that of a senior actuarial officer who has responsibility for direction of an actuarial department and for formulation of actuarial policies and practices in a company with assets of approximately \$10,000,000.) or
3. As an actuary in general consulting practice. and Education:

Either

1. Equivalent to graduation from college, preferably with specialization in mathematics. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) or
2. Possession of a fellowship in the Society of Actuaries.

KNOWLEDGE AND ABILITIES

Knowledge of: Insurance principles and actuarial science; legal principles as applied to insurance policy contracts; financial structure of various types of insurance companies; Department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Make complex and extensive actuarial and statistical computations; appraise accurately the financial structure of insurance companies from actuarial and statistical data presented; write clear and concise reports; analyze situations accurately and adopt an effective course of action; effectively contribute to the Department's affirmative action objectives.

DESIRABLE QUALIFICATION(S)

- Broad and extensive experience in actuarial work in a responsible governmental position involving the supervision and regulation of the actuarial practices of insurance companies.
- Broad and extensive experience as an actuarial officer of a legal reserve life insurance company. (This experience must have been in a position equivalent to that of a senior actuarial officer who has responsibility for direction of an actuarial department and for formulation of actuarial policies and practices in a company with assets of approximately \$10,000,000.)
- Ability to perform high level administrative and policy influencing functions effectively.
- Knowledge of insurance principles and actuarial science, and the financial structure of various types of insurance companies.
- Ability to maintain effective working relationships with the Insurance Commissioner, Executive Staff, members of the Legislature, public officials nationwide and internationally, industry executives, international commissions, consumer groups and organizations.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief Actuary, Department of Insurance, CEA**, with the **INSURANCE, DEPARTMENT OF**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position.

The examination process will consist of an application and Statement of Qualifications evaluation committee. Candidates may be selected for interviews or a final hiring decision may be made based on the information contained in the application, resume, and the Statement of Qualifications.

FILING INSTRUCTIONS

Applications must be postmarked no later than July 7, 2010.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statment of Qualifications will be eliminated from the examination process.

Applications must be submitted by the final filing date to:

INSURANCE, DEPARTMENT OF, Human Resources Management Division
300 Capitol Mall, Suite 1300, Sacramento, CA 95814
Tiffany Chew | (916) 492-3311 | ChewT@insurance.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The INSURANCE, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s5/s5406.txt>